



# CITY OF SAN DIEGO

PURCHASING DIVISION  
1200 Third Avenue, Suite 200  
San Diego, CA 92101-4195

Bid No. 6141-03-Z

## REQUEST FOR BID

Bid Opening Date: **June 5, 2003**  
**@ 2:30 p.m.**

Subject: Furnish the City of San Diego with **REGENERATIVE AIR STREET SWEEPER**, as may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

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Company _____	Name _____ [PRINT OR TYPE]
Federal Tax I.D. No. _____	Signature* _____
Street Address _____	Title _____
City _____	Date _____
State _____ Zip Code _____	
Tel. No. _____ Fax No. _____	<i>*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.</i>
E-Mail _____	

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**This cover page must be completed and submitted as part of your bid.**

If your firm is not located in California, are you authorized to collect California sales tax? ☐ YES ☐ NO

If YES, under what Permit # \_\_\_\_\_

**NOTE: The City of San Diego is subject to State Sales and Use Tax, but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. Do not include Federal Excise or Sales Tax in your Bid.**

If you are a Vendor located in the City of San Diego, a 1% sales tax refund to the City will be considered in evaluation of your bid.

Cash discount terms \_\_\_\_\_ % \_\_\_\_\_ days.  
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

The following addenda are acknowledged and incorporated in this submittal: \_\_\_\_\_

**FOR FURTHER INFORMATION CONCERNING THIS BID**

**MICHAEL WINTERBERG/wml**, Procurement Specialist

Phone: (619) 533-6441 Facsimile: (619) 236-5904

E-mail: [MWinterberg@sanidiego.gov](mailto:MWinterberg@sanidiego.gov)

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**I. PRICING PAGE**

Est. Qty.	U/M	Description	Manufacturer	Model No.	Delivery Days ARO	Unit Cost
1	EA	17,950 GVWR Regenerative Air Street Sweeper Warranty Period:				\$

## II. TERMS AND CONDITIONS

### A. AWARD

This bid shall be awarded to the lowest responsive, responsible bidder meeting specifications.

### B. PRICING

Prices quoted shall include all shipping charges and shall be FOB Destination to the Delivery Point:

General Service/Equipment Division  
2740 Caminito Chollas  
San Diego, CA 92105

### C. ORDERING

It is the intent of the City to place an order for the above equipment immediately upon award of this contract.

### D. SUBMITTALS

#### 1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and opening date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing Reception Desk prior to bid opening at 2:30 p.m. on bid opening date. **Faxed bids will not be accepted.**

**The original and one (1) copy of bid, including any attachments, shall be submitted.**

#### 2. SUBMITTALS REQUIRED WITH BID

**Failure to provide the required submittals with the bid may be cause for the bid to be rejected as non-responsive.**

- a. Bidder's References (as specified in Section II, paragraph L).
- b. Copy of Manufacturer's Warranty (as specified in Section III, paragraph D).
- c. Equipment Specifications Brochure (as specified in Section III, paragraph H).
- d. Equipment Specifications Checklist (as specified in Section III, paragraph I).
- e. Certification Survey (use form on page 36).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

**Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.**

- a. Insurance requirements as specified in Section II, paragraph G.
- b. Taxpayer Identification Number (W-9) as specified in Section II, paragraph Q, if not currently on file.

E. OPTION TO RENEW

The City may desire to exercise an option to renew the contract for four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed sixty (60) days prior to the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the Bidder an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

If Bidder would accept the option to renew, please indicate the maximum percentage increase to which the prices in effect at the end of the current contract year would be subject if the renewal options were exercised. \_\_\_\_\_%

Failure to complete the price increase section above will be construed to mean that prices bid will not be increased during any option period.

**If an increase is requested, the Contractor must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City, and the City reserves the right to accept or reject.**

Would the Bidder accept the option to renew, subject to the above stated conditions?

☐ YES      ☐ NO

This section will not be considered in the evaluation for award.

F. PRICE ADJUSTMENT CLAUSE FOR OPTION RENEWAL

In the event the Contractor does not request a price increase at the time of the contract renewal, and the manufacturer subsequently announces a general increase in the price of their products, the Contractor may request an increase at that time. The Contractor must provide detailed supporting documentation from the manufacturer to support the requested increase. The requested increase shall not exceed the percentage increase indicated in the “Option to Renew” clause.

G. INSURANCE REQUIREMENTS – FOR TRAINING

All required insurance shall be submitted to Purchasing within ten (10) days of provisional award. **Failure to provide the insurance certificates within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive.** Insurance shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

All policies must have a **thirty (30) day non-cancellation clause** giving the City thirty (30) days prior written notice in the event a policy is canceled.

At the end of each contract year, the City reserves the right to review insurance requirements and to require more or less coverage depending upon assessment of the risk, the vendor's past experience, and the availability and affordability of increased liability insurance coverage.

**Insurance coverage must be from an insurance carrier licensed in the State of California and rated “A” or better by the A.M. Best Key Rating Guide.**

The following coverage is required:

- **Commercial General Liability** for a minimum of one million dollars each occurrence (\$1,000,000.00 EO). **The City of San Diego must be named as an additional insured on the certificate.**
- **Workers’ Compensation** coverage in accordance with the laws of the State of California. **Policy must contain a Waiver of Subrogation of Rights against the City of San Diego.**

#### H. PUBLIC AGENCY

It is intended that any other public agency as defined by California Government Code § 6500 shall have the option to participate in any award made as a result of this solicitation. This option shall extend for the term of the agreement with the City of San Diego, and shall be subject to the contractor's acceptance. Any participating public agency shall accept sole responsibility for the placing of orders, arranging for delivery and/or services, and making payments to the contractor. The City of San Diego will not be liable, or responsible, for any obligations, including but not limited to financial responsibility, in connection with participation by other public agencies.

#### I. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, protect, and hold City and its agents, officers, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to City's or Contractors employees, agents, or officers which arise from, or are connected with, or are caused, or claimed to be caused by the acts, or omissions of Contractor and its agents, officers, or employees in performing, providing, manufacturing, or supplying the work, services, product, or equipment relating to this bid, and all expenses of investigating and defending against same; provided, however, that Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers, or employees.

Notwithstanding anything herein to the contrary, the services provided under this contract will not give rise to, nor will be deemed or construed so as to confer any rights on any other party as a third party beneficiary or otherwise.

#### J. EQUALS CLAUSE

Whenever reference to a specific brand name is made in these specifications, it is illustrative and to be construed as a specification which describes a component that has been tested or evaluated by the City as best meeting specific operational, design, performance, maintenance, quality, and reliability standards and requirements of the City, thereby incorporating these requirements by reference within the specification. An equivalent ("or equal") may be offered by the Bidder, subject to testing or evaluation by the City prior to award of bid. The City shall be the sole judge of whether any proposed item will fulfill its requirements. It shall be the sole responsibility of the Bidder to provide, at Bidder's expense, any product information, test data, and other information or documents the City may require to fully evaluate or demonstrate the acceptability of the offered substitute. Where appropriate, independent testing or evaluation (including destructive testing) may be required as a condition of acceptance at a qualified test facility at the Bidder's expense.



K. QUANTITIES

The estimated requirements shown on the Pricing Page(s) will vary with the demands of the City of San Diego. These quantities are listed for information purposes only and shall not be deemed to either guarantee a minimum amount or restrict the maximum amount to be delivered throughout the contract period. Nor shall any variations from the estimated quantities, regardless of extent, entitle the bidder to an adjustment in the unit price or to any other compensation.

L. REFERENCES/QUALIFICATIONS - VEHICLES

Bidders are required to provide references from a minimum of five (5) customers that have purchased similar equipment. This will enable the City to judge product reliability, vendor performance, and other information.

**To enable the City to evaluate the responsibility, experience, skill, and business standing of the bidder, the following documents must be included with the bid submittal:**

- Bidder's References (use form on page 34 and 35).

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated September 12, 2001, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid/proposal and any resulting contract by reference. The General Provisions are available online at [www.sandiego.gov/purchasing](http://www.sandiego.gov/purchasing) or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid/proposal.

In the event of any conflict between the City of San Diego General Provisions and the terms and conditions included in this bid/proposal, the terms and conditions of this bid/proposal shall prevail.

N. ADDENDA

It is the Bidders' responsibility to ensure that all addenda issued are incorporated in their bid submittal.

Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the specifications for price bid.

O. EXCEPTIONS

If a Bidder/Proposer takes any exception to any part of these specifications as written, or as amended by any Addenda subsequently issued, or the General Provisions, they must do so in writing. Said exceptions must be submitted with the bid/proposal. Failure to do so will be construed as acceptance of all provisions of the specifications and General Provisions.

P. BID RESULTS

Bid results **will not** be given out over the phone. To obtain bid results, either (1) attend the bid opening or (2) provide a self-addressed stamped envelope referencing the bid number. Envelopes may be submitted with the bid, or mailed directly to the Purchasing Division. They will be kept on file until the bid opens and the extensions are verified. Bid tabulations will generally be mailed to requester within **three (3) working days** after the bid opening to review bid tabulation.

Q. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

I.R.S. regulations require the City of San Diego to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide services or products to the City of San Diego. This information is necessary to complete Form 1099 at the end of each tax year.

In order to comply with I.R.S. regulations, the City of San Diego requires each vendor to provide a Form W-9 prior to award of contract. Failure to provide a completed Form W-9 within three (3) business days of the City's request may result in a bid being declared non-responsive and rejected.

R. AUDIT AND INSPECTION OF RECORDS

The Contractor, and any Subcontractors, shall make available upon request all records which in the opinion of the City Auditor are necessary to conduct an audit of this contract. Such records may include invoices, materials, payrolls, personnel records, and other data relating to all matters covered by this contract. The Contractor and Subcontractors shall retain such data and records for a period of not less than three (3) years following receipt of final payment. The Contractor shall make available all requested data and records at reasonable locations within the City or County of San Diego, at any time during normal business hours, and as often as the City deems necessary. If records are not made available within the City or County of San Diego, the Contractor shall pay the City's travel costs to the location where the records are maintained. Failure to make requested records available for audit by the date requested will result in immediate termination of contract.

S. ASSIGNMENT OF CONTRACT

Contractor shall not assign this contract, or any right or interest hereunder, without prior written consent of the City.

T. DRUG-FREE WORKPLACE POLICY

All City projects are subject to City of San Diego Council Policy No. 100-17, Drug-Free Workplace. This policy requires that all City construction contractors, consultants, grantees, and providers of non-professional services provide a drug-free workplace in accordance with the provisions contained therein.

The Drug-Free Workplace Policy is available online at [www.sandiego.gov/purchasing](http://www.sandiego.gov/purchasing) or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent, and requirements of said policy; acknowledge said policy is incorporated as part of this bid/proposal; certify that they have a drug-free workplace program in place that complies with said policy; and that subcontractor agreements for this bid/proposal contain language which indicates the subcontractor's agreement to comply with this policy.

U. AMERICANS WITH DISABILITIES ACT

Every person or organization awarded a contract, lease, or grant by the City of San Diego acknowledges and agrees that they are aware of and will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the Federally mandated Americans with Disabilities Act (ADA). Contractors and Subcontractors will be individually responsible for their own ADA program.

V. EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Contractor shall also ensure that their Subcontractors comply with the City's Equal Employment Opportunity Program. Contractor agrees to be bound by the City Of San Diego Equal Opportunity Ordinance (Municipal Code Chapter II, Article 2, Division 27).

Contractor shall submit a Work Force Report or an Equal Employment Opportunity Plan, within five (5) days of being notified by the Purchasing Division.

For questions regarding the City's Equal Employment Opportunity Program, contact the Equal Opportunity Contracting Office at (619) 533-4464.

W. NONDISCRIMINATION IN CONTRACTING

Contractor shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall also be included in construction contracts between the contractor and any subcontractors, vendors, and suppliers.

As part of its bid proposal, Bidder shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

Upon the City's request, Contractor agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of names of all subcontractors, vendors, and suppliers that Contractor has used in the past five (5) years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance (Municipal Code Sections 22.3401 - 22.3417). Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the contractor up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. Contractor further understands and agrees that the procedures, remedies, and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

For questions regarding the City's Nondiscrimination in Contracting Ordinance, contact the Equal Opportunity Contracting Office at (619) 533-4464.

### III. GENERAL REQUIREMENTS

#### A. VEHICLE/EQUIPMENT REGISTRATION AND LICENSE PLATES

The vendor shall obtain the exempt registration and license plates.

The legal registration title shall be as follows:

City of San Diego  
Equipment Division  
1200 Third Avenue, Suite 200  
San Diego, CA 92101-4195

City Equipment I.D. No. \_\_\_\_\_

Prior to applying for Exempt “E” license plates, the vendor shall contact the City’s Equipment Coordinator at (619) 527-7571 to obtain a City of San Diego Equipment identification number for each vehicle/equipment. **This number must appear on the final registration certificate.**

Some vehicles/equipment may be purchased via the City’s Equipment and Vehicle Financing Program. These vehicles/equipment will require that the Vehicle Financing Program Provider be listed as Lienholder on vehicle/equipment registration. Contact the Equipment Division Engineer at (619) 527-7561 for Lienholder verification.

A facsimile of the registration card shall be inserted in the registration holder and each holder shall be attached inside the vehicle/equipment. The location and method of attachment of the registration holder to the vehicle/equipment shall be approved by the Equipment Division Engineer prior to installation.

The original registration card shall be included with the warranty documents upon delivery of each vehicle/equipment to the City. These documents shall be contained in a document delivery envelope.

The license or identification plates shall be installed prior to delivery of each vehicle/equipment.

#### B. DELIVERY

To optimize Equipment Division labor requirements, all deliveries shall be scheduled in advance. The successful bidder, upon receipt of City Purchase Order or Vehicle Financing Program Order Letter, and prior to submittal of factory order, shall contact the Equipment Division Engineer at (619) 527-7561 to establish delivery intervals.

The equipment shall be delivered complete and ready for operation. It shall be new and the latest model and, except as otherwise specified, be standard in all respects. It shall have all the usual equipment and features as shown by current manufacturer's catalogues. It shall be fueled and completely lubricated, and all pre-delivery services shall have been performed.

The complete unit shall be delivered FOB destination to the Equipment Division, General Services Department, 2740 Caminito Chollas, San Diego, California 92105. Delivery time is Monday through Friday, 10:00 a.m. to 3:00 p.m.

The City will not pay for any vehicle that is not delivered as specified in the bid. Conformity to vehicle specification and the subsequent vehicle acceptance date will be determined by the Equipment Division Engineer. Payment terms will be based on date of acceptance by the City.

C. EQUIPMENT AND VEHICLE FINANCING PROGRAM

The City reserves the right to make a direct purchase of proposed equipment, or to arrange financing under the City's Equipment and Vehicle Financing Program.

If the City chooses to utilize its Equipment and Vehicle Financing Program the Contractor bidder shall sell the equipment to the City's lessor under the same terms and conditions offered to the City (see Attachment A).

D. WARRANTY

All vehicles and equipment shall have the regular manufacturer's guarantees against defects in material and workmanship. This guarantee shall have the standard manufacturer's warranty. In no case shall coverage be less than twelve (12) months after a vehicle is placed in service. Drag shoes shall be warranted against wear-out for a minimum of two (2) years/2000 hours. Where a standard manufacturer warranty exceeds these periods stipulated, this warranty shall also be provided to the City. Bidder shall submit a copy of the Manufacturer's Warranty with bid.

Prior to issuance of a purchase authorization, the successful bidder shall establish and deliver to the City a one (1) year service warranty with an approved local warranty service facility. Contract and service facility shall have prior approval of the Deputy Director, General Services/Equipment Division.

In the event of a breakdown or failure of the equipment during the warranty period and upon receipt of notice (written or verbal) from the City, Contractor shall take satisfactory action to effect repair or replacement of affected parts within forty-eight (48) hours.

Transportation of the equipment from any City of San Diego Station, or place of breakdown, to the warranty service facility for warranty work and back, shall be the responsibility of the Contractor. This includes towing when necessary. If the City must have the vehicle towed for reasons of security or safety, the Contractor shall be responsible for all costs.

E. PARTS STIPULATION

The successful bidder shall ensure adequate and continued parts support for the useful life of the equipment. The successful bidder shall provide access to proprietary parts for the equipment for a period of not less than five (5) years from the last delivery of the equipment. Parts must be available in San Diego County and/or received by the City of San Diego within forty-eight (48) hours from placement of the order.

Parts shall include, but not be limited to, those for the cab and chassis and related components, such as engine, transmission, suspension, and brakes. All proprietary consumable and wear parts for the equipment and its related components shall also be included.

It is the intent of the City to have a full complement of fast moving spare parts in stock prior to the first delivery of the equipment. The successful bidder shall provide the City with a recommended minimum stock parts list for the equipment within forty-five (45) days of award of contract.

Failure to comply with these stipulations may result in the termination of this contract by the City.

F. KEYS

All locks on delivered equipment shall be operable with one (1) key. Five (5) keys for each lock shall be provided upon delivery. Key codes shall be furnished for all equipment delivered.

G. EQUIPMENT LINE SHEET

The successful bidder shall provide, upon delivery of each unit, a copy of the factory/OEM line sheet indicating parts identification particular to the delivered unit.

H. EQUIPMENT SPECIFICATIONS BROCHURE

Each bidder shall furnish, as a part of the bid, manufacturing specifications clearly describing the equipment they propose to furnish. These accompanying documents shall clearly indicate all points specified herein. **Failure to produce brochure may cause the bid to be rejected as non-responsive.**

I. EQUIPMENT SPECIFICATIONS CHECKLIST

Each bidder shall furnish, as a part of the bid, the specifications checklist. The bidder shall insert a “X” (checkmark) in the box under “meets specifications” or complete the box under “exceptions”. If bidder inserts a checkmark in the box under “exceptions”, any exceptions and/or deviations from the specifications must be clearly stated. Attach additional information regarding exceptions and/or deviations. The specifications checklist shall be completed in its entirety. **Failure to provide a complete, accurate Equipment Specifications checklist may cause the bid to be rejected as non-responsive.**

J. TRAINING

The successful bidder may be required to conduct operator and mechanic training. Special emphasis shall be given to any unique characteristics of the equipment and repair. The City will not pay any cost incurred by the successful bidder in providing the training.

K. EQUIPMENT DEMONSTRATION

Bidders may be required, at bidder’s expense, to demonstrate their proposed equipment for a minimum of three (3) days in San Diego prior to awarding the contract. Equipment provided for the demonstration must be deemed by the City to be comparable to the equipment specified in the bid. The City shall be the sole judge of the suitability and acceptability of any equipment proposed or demonstrated. Bidders shall deliver demonstration equipment to the City within ten (10) calendar days of being requested to do so. Bidders will not be reimbursed for any demonstration costs incurred.

L. MANUALS

The following manuals shall be provided for each type of vehicle/equipment delivered:

- Operation Manual
- Maintenance Manual
- Parts Manual

M. LABELS

All signs and labels required by ANSI, OSHA, and D.O.T. shall be affixed.

N. CODE COMPLIANCE

All equipment delivered under these specifications shall comply with all applicable provisions of Federal Motor Vehicle Standards and California Vehicle Codes.



O. FEDERAL EXCISE TAX

The City of San Diego is exempt from Federal Excise Tax and will furnish an exemption certificate upon request.

P. PAINT

Contractor shall provide an acrylic enamel polyurethane paint coating, equal in quality and color to Dupont 817A or O.E.M. equivalent white.

#### IV. SPECIFICATIONS AND CHECKLIST FOR REGENERATIVE AIR STREET SWEEPER

##### A. GENERAL

It is the intent of these specifications to describe a regenerative air street sweeper with 4.3 cubic yard hopper. The sweeper shall be mounted on a cab-over type chassis.

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<b>A. <u>SWEeper ENGINE</u></b> An auxiliary diesel engine shall be provided to power the sweeper. The engine shall be a four (4) cylinder turbocharged with a horsepower rating of not less than 80.5 HP at 2,600 RPM. Minimum displacement shall be not less than 183 cubic inches.	<input type="checkbox"/>	
1. Engine shall be equipped with a full flow spin-on oil filter, fuel filter, and fuel water separator.	<input type="checkbox"/>	
2. Unit shall have a heavy duty two (2) stage dry type air cleaner with a Sy-Klone centrifugal pre-cleaner and air filter restriction indicator.	<input type="checkbox"/>	Pre-Cleaner Type: _____
3. Engine shall be equipped with a three (3) point safety engine shutdown device that shuts down the engine for low oil pressure, high coolant temperature, and low coolant level.	<input type="checkbox"/>	
4. Injector pump shall have centrifugal type variable speed governor for speed control of auxiliary engine RPM.	<input type="checkbox"/>	
5. Twelve (12) volt ignition, electric starter and 65 amp alternator. Sweeper to have re-settable circuit breakers.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
6. Sweeper auxiliary engine shall share minimum 30 gallon fuel tank and batteries with chassis engine.	<input type="checkbox"/>	
7. Auxiliary engine, muffler, blower housing, fuel tank, battery box, and hydraulic tank and cooler shall be protected by a shroud.	<input type="checkbox"/>	
<b>B. <u>HYDRAULIC SYSTEM</u></b> Hydraulic power shall be used to operate all broom rotation, lifting functions, and dust suppression systems of the sweeper. All functions shall operate independently of each other with their own in-cab controls, including separate controls for each gutter broom.	<input type="checkbox"/>	
1. Sweeper shall utilize a direct drive, gear driven hydraulic pump, minimum 16 gallon vented hydraulic reservoir with size 80 mesh suction strainer, spin-on size 10 micron return filters, and high pressure hoses and fittings. Hydraulic reservoir shall have tank mounted level and temperature indicator. Hydraulic reservoir shall be mounted above hydraulic pump.	<input type="checkbox"/>	
2. Hydraulic system shall have a 12,500 BTU oil to air radiator type hydraulic oil cooler.	<input type="checkbox"/>	
3. Hydraulic tank shall have shut-off valves for hydraulic oil filter change.	<input type="checkbox"/>	
4. Hydraulic pressure shall not exceed 2,250 PSI.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
5. Hydraulic system shall have quick disconnect relief pressure check ports mounted in the hydraulic manifold.	<input type="checkbox"/>	
6. For safety of the operator, no sweeper hydraulic lines shall run into or through the cab.	<input type="checkbox"/>	
7. Hydraulic valves shall have built-in diagnostic system lighting for troubleshooting hydraulic flow.	<input type="checkbox"/>	
8. A 12-volt DC hydraulic backup system shall be provided that can be used to operate all hydraulic functions without starting the auxiliary engine.	<input type="checkbox"/>	
C. <u>DUST SEPARATOR</u> Separation of the dirt and refuse from the air stream shall be accomplished within the hopper by means of a centrifugal dust separator. The dust separator shall be designed not to plug with normally encountered debris.	<input type="checkbox"/>	
1. The dust separator shall have a clean-out door that opens automatically and discharges debris in the separator when the hopper is raised to the dump position. The dust separator shall be automatic self cleaning each time the hopper is dumped. Cable or other manual/mechanical means required for discharging debris in the separator are not acceptable.	<input type="checkbox"/>	
D. <u>HOPPER</u> The volumetric capacity of the hopper shall not be less than 4.3 cubic yards.	<input type="checkbox"/>	Hopper Capacity: _____

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
1. A heavy gauge steel hopper screen of not less than 10-gauge shall be provided to allow air to move freely from the hopper into the centrifugal dust separator. Screen shall be bolt-on design for easy replacement.	<input type="checkbox"/>	
2. Hopper roof shall include a hinged door allowing access for washout of the screen. This door shall be in addition to the dump door.	<input type="checkbox"/>	
3. Dumping shall be accomplished hydraulically by tilting the hopper a minimum of 88°. Contents shall be dumped to the rear of the vehicle at a height of 67". Twin dumping cylinders shall be used for tilting hopper. Tilting of hopper shall be controlled from within the sweeper cab.	<input type="checkbox"/>	
4. Hopper shall be airtight through the use of rubber seals on all doors and openings.	<input type="checkbox"/>	
5. Hopper shall be constructed with a minimum 10-gauge steel.	<input type="checkbox"/>	
6. 24" x 10" inspection doors shall be provided on left and right sides of hopper.	<input type="checkbox"/>	
7. Hopper interior shall be coated with an anti-wear/anti-seize coating.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<p>8. Hopper shall have a shroud enclosing the auxiliary engine, muffler, blower housing, fuel tank, battery box, hydraulic tank, and cooler. Shroud shall be designed to help protect components from the elements and vandals. If cab is locked and key is not in auxiliary engine ignition, the shroud shall not be able to be opened. The shroud shall be an integrated part of the hopper weldment.</p> <p>Shroud shall also be designed to reduce auxiliary engine noise by having a minimum of 1" thick sound deadening material attached to the inside of shroud in the engine compartment area</p>	<input type="checkbox"/>	
<p>9. Sweeper shall include a load weight alarm to alert operator when hopper is full.</p>	<input type="checkbox"/>	
<p>E. <u>BLOWER</u></p> <p>Heavy-duty steel blower shall be used to create air pressure and suction (regenerative air) for removing debris from road surface. Sweepers that clean road surface by using suction only are not accepted.</p>	<input type="checkbox"/>	
<p>1. Blower shall be powered by the sweeper auxiliary engine via a heavy-duty 3v 8-groove belt. A safety guard shall be supplied.</p>	<input type="checkbox"/>	
<p>2. The blower shall be a closed face turbine type. The blower shall be constructed of T-42 steel. Fan shall be fully balanced for long fan and bearing life.</p>	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
3. Blower shall have a rated performance of 40" of water and 12,000 CFM.	<input type="checkbox"/>	
4. Shall be equipped with sound suppression to provide a 360° average dB(a) rating of 72.0 or less at an unobstructed distance of 50' at 2000 RPM.	<input type="checkbox"/>	
5. The blower housing shall be constructed of 10-gauge steel with the inside of the housing covered with a replaceable rubber liner.	<input type="checkbox"/>	
6. Blower housing shall have a vacuum enhancer for discharging a portion of the blast air for sweeping light materials such as leaves and paper. The vacuum enhancer shall be electrically powered by a DC actuator and controlled from a switch located on the control panel inside the cab. The vacuum enhancer shall be capable of 0 - 80% air diversion for maximum control.	<input type="checkbox"/>	
7. Blower housings shall not be an integral part of the hopper, in order to facilitate maintenance and replacement of the blower.	<input type="checkbox"/>	
8. Blower shall be mounted on a shaft having greaseable shaft bearings requiring a ¼ ounce of grease every 250 hours to ensure maximum life expectancy	<input type="checkbox"/>	
<b>F. <u>PICKUP HEAD</u></b> Pickup head shall be spring balanced all steel fabricated with separate upper and lower chambers where pressurized air is blasted from the upper chamber through an elongated blast orifice to the lower chamber.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
1. The pickup head shall not be less than 80" wide and 26" long giving a total head area of 2080 square inches.	<input type="checkbox"/>	
2. Pressure and suction hoses shall be 12" in diameter and be constructed from 3/8" thick heavy-duty molded wire reinforced rubber.	<input type="checkbox"/>	
3. Pressure and suction hose clamps shall be constructed from stainless steel.	<input type="checkbox"/>	
4. Minimum sweeping paths shall be: Pickup head only = 80" Pickup head and one (1) gutter broom = 100" Pickup head and two (2) gutter brooms = 120"	<input type="checkbox"/>	
5. Pickup head shall be equipped with double-wide full length carbide drag shoes for maximum life. Front and rear of drag shoe to be snow-shoe design to follow road contour without damage.	<input type="checkbox"/>	
6. Sweeping head shall be raised and lowered hydraulically by a single switch located in the cab.	<input type="checkbox"/>	
<b>G. <u>GUTTER BROOMS</u></b>		
1. Dual gutter brooms shall be 39" minimum diameter, wire filled vertical digger type for removing debris from gutter area.	<input type="checkbox"/>	
2. Gutter brooms shall be hydraulic motor driven and shall be positioned laterally and vertically by hydraulic cylinders.	<input type="checkbox"/>	



SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
3. Each gutter broom shall have an adjustment to allow downward compensation for bristle contact, pattern, and wear and shall be free floating to follow street contour.	<input type="checkbox"/>	
4. Each gutter broom shall have lateral flexibility to swing rearward 12" under the chassis when encountering the impact of an immovable object thus avoiding damage to the broom assembly.	<input type="checkbox"/>	
5. Each gutter broom shall be held in the up and transit position by use of an electric lock valve attachment.	<input type="checkbox"/>	
6. Upward motion of gutter broom shall be regulated by an adjustable flow control valve.	<input type="checkbox"/>	
7. Gutter broom disk shall be recessed to prevent such items as cassette tape, string, and small rope-like material from being rapped around and damaging the gutter broom motor. Disk shall be designed as to allow water to drain off, therefore eliminating water damage to the gutter broom motor seals.	<input type="checkbox"/>	
8. A center deflector shall be provided to direct debris thrown by the gutter brooms into the path of the pickup head. Deflector shall be positioned under the belly of the sweeper and in between the gutter brooms. Deflector shall raise and lower with pick-up head.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<p>9. Each gutter broom shall additionally incorporate an electrically actuated tilt capability of 27°, remotely controlled from the operator's seat to allow instant adjustment for debris removal from deep gutters (such as those resulting from multiple overlays of blacktop).</p>	<input type="checkbox"/>	
<p>10. Each gutter broom shall have Gutter Broom Extension Override (GEO) with in-cab controls to be able to extend and retract while in sweeping mode. This will allow the gutter brooms to scrub the pavement surface in front of the pickup head. All controls shall be in-cab. At no time shall the operator have to leave the cab to activate this function.</p>	<input type="checkbox"/>	
<p>H. <u>DUST CONTROL SYSTEM</u></p> <p>Water spray shall be supplied by a hydraulically-driven water pump. The water pump shall produce a minimum of 150 PSI. The water pump shall automatically disengage when the water supply is depleted.</p>	<input type="checkbox"/>	
<p>1. Water tank capacity not to be less than 130 gallons and shall be constructed of polyethylene for strength and corrosion resistance. Shall be bolt-on design for easy removal.</p>	<input type="checkbox"/>	
<p>2. No part of the water system shall be made with ferrous metal. The water system shall be rust-proof.</p>	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
3. A minimum 25' long fire hydrant fill hose shall be provided with 2½" NST coupling to fill water tank. A 2" air gap shall be provided between water fill tube and water tank. Hydrant hose shall include a hydrant wrench and hose storage area.	<input type="checkbox"/>	
4. Water system to be filtered by an 80 mesh cleanable filter located between tank and water pump.	<input type="checkbox"/>	
5. Each water spray function shall have its own independent on/off cab controlled solenoid valve.	<input type="checkbox"/>	
6. An in-cab low water indicator light shall warn operator when water supply is near depletion.	<input type="checkbox"/>	
7. Water spray nozzles shall be provided as follows: four (4) nozzles at pickup head, four (4) nozzles inside hopper, two (2) nozzles at right gutter broom, and two (2) nozzles at left gutter broom.	<input type="checkbox"/>	
8. The water system shall incorporate an air purge system for flushing water lines.	<input type="checkbox"/>	
9. Sweeper shall be equipped with a front spray bar with seven (7) nozzles. Spray bar to be mounted on front bumper.	<input type="checkbox"/>	
I. <u>OPERATING CONTROLS</u> Sweeper shall be equipped with dual steering and controls for left or right hand operations. Center mounted steering or single steering is not acceptable.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
1. Auxiliary engine control and gauges shall be mounted on the control console inside the cab. They shall consist of: keyed ignition, electronic throttle control, leaf bleeder control, oil pressure gauge, water temperature gauge, voltmeter, tachometer, and hour meter. All gauges shall be lighted.	<input type="checkbox"/>	
2. Console shall have independent switches for operating left gutter broom, tilt and GEO [Gutter Broom Extension Override], right gutter broom, tilt and GEO, and pickup head. All switches to be lighted and have international symbols for easy identification.	<input type="checkbox"/>	
3. Console shall have water pump on switch and low water level warning light. Independent water control switches for left gutter broom, right gutter broom, pickup head, hopper, and nozzles at front axles. All switches shall be lighted and have international symbols for easy identification.	<input type="checkbox"/>	
4. Console shall have independent switches for each gutter broom light.	<input type="checkbox"/>	
5. All sweeper main electrical systems shall be separately fused at the control console by re-settable circuit breakers.	<input type="checkbox"/>	
J. <u>HAND HOSE EQUIPMENT</u> Sweeper shall have auxiliary hand hose for cleaning remote areas inaccessible to the sweeping head and for cleaning out catch basins.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
1. Hand hose shall be minimum 5" diameter with collection nozzle.	<input type="checkbox"/>	
2. A block off plate shall be provided.	<input type="checkbox"/>	
K. <u>SAFETY EQUIPMENT</u> The following safety equipment shall be provided.	<input type="checkbox"/>	
1. Sweeper to be equipped with an ECCO Model 6660A Strobe light mounted on cab roof and a Cod#3 ASTKH Model AS835H Arrow stick with in-cab controls mounted on the rear of the sweeper.	<input type="checkbox"/>	Strobe Mfr.: _____ Strobe Model No.: _____ Arrow Mfr.: _____ Arrow Model No.: _____
2. Sweeper shall include two (2) hopper safety struts that lock hopper in the raised position such as during maintenance.	<input type="checkbox"/>	
3. The sweeper shall have two (2) lower stop lights mounted into the rear bumper. (Lights that are mounted on the sweeper will not be accepted.) The sweeper shall also have a third, center positioned, high mounted stop light. For protection of the lights and to make cleanup easier, the lights shall be integrally mounted in the sweeper.	<input type="checkbox"/>	
4. Sweeper shall be equipped with an ECCO Model SA 950 backup alarm, cab mounted 5 lb. fire extinguisher, and a warning triangle kit.	<input type="checkbox"/>	Alarm Mfr.: _____ Model No.: _____
5. Permanent warning labels shall be provided at all hazard areas on the equipment.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<p>L. <u>ACCESSORIES</u></p> <p>Sweeper shall have a full width steel rear bumper mounted to frame.</p>	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER – CAB AND CHASSIS	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<p>A. <u>CAB &amp; CHASSIS</u></p> <p>The cab and chassis provided shall be a cab-over design equipped with dual steering and operator controls.</p>	<input type="checkbox"/>	
<p>B. <u>GROSS VEHICLE WEIGHT RATING</u></p> <p>Gross vehicle weight rating shall not be less than 17,950 lbs.</p>	<input type="checkbox"/>	
<p>C. <u>WHEEL BASE</u></p> <p>Wheel base shall be 109".</p>	<input type="checkbox"/>	
<p>D. <u>FRAME</u></p> <p>Frame to be ladder type channel, full C section straight frame design and shall be 33½" wide. Yield strength shall be 44000 PSI. Section modulus to be 7.20 cu. in. RBM to be 316,800 lb-ft/in per rail.</p>	<input type="checkbox"/>	
<p>E. <u>ENGINE</u></p> <p>Engine shall be a heavy-duty water cooled, in-line four-cylinder, turbo-charged diesel with direct injection and overhead cam. Horsepower rating shall be 175 HP @ 2700 RPM. Torque rating shall be 347 lb./ft. @ 2000 RPM.</p>	<input type="checkbox"/>	
<p>1. The air cleaner shall be a heavy duty Donaldson air cleaner. Dry paper element shall be 10" diameter. Air intake must be at cab roof line.</p>	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER – CAB AND CHASSIS	MEETS SPECIFICATIONS	BIDDER’S EXCEPTIONS
2. Alternator shall be 80 Amps.	<input type="checkbox"/>	
3. Two (2) maintenance free batteries shall be provided with 750 CCA each.	<input type="checkbox"/>	
4. Chassis engine shall have 30 gallon fuel tank.	<input type="checkbox"/>	
5. Engine exhaust shall be horizontal aluminized steel.	<input type="checkbox"/>	
F. <u>TRANSMISSION</u> Transmission shall be 4-speed automatic.	<input type="checkbox"/>	
1. Shift lever shall be mounted in center of the cab so it can be reached from either driving position.	<input type="checkbox"/>	
G. <u>STEERING &amp; CONTROLS</u> Chassis shall be equipped with dual power steering. Turning radius shall not exceed 19'. Each driving position shall have a foot throttle, foot brake, turn signal switch, and horn button.	<input type="checkbox"/>	
H. <u>FRONT AXLE &amp; SUSPENSION</u> Front axle shall be I-beam type with a capacity of 6,830 lbs. Front suspension shall be semi-elliptical leaf springs with a capacity of 8,440 lbs. Front suspension to include shock absorbers and stabilizer bar.	<input type="checkbox"/>	
I. <u>REAR AXLE &amp; SUSPENSION</u> Rear axle shall be single speed with a capacity of 14,550 lbs. Rear suspension to be semi-elliptical leaf springs with a capacity of 14,550 lbs. Rear suspension shall include shock absorbers.	<input type="checkbox"/>	

SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER – CAB AND CHASSIS	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
<p><b>J. <u>BRAKE SYSTEM</u></b></p> <p>Brake system shall be anti-lock, dual circuit vacuum assisted hydraulic. Front brakes shall be disc type, non asbestos linings. Rear brakes shall be drum type, non asbestos linings. Brakes shall be self adjusting.</p>	<input type="checkbox"/>	
1. Parking brake shall be mechanical transmission mounted.	<input type="checkbox"/>	
2. Chassis shall include a vacuum operated exhaust brake.	<input type="checkbox"/>	
<p><b>K. <u>TIRES &amp; WHEELS</u></b></p> <p>Tires to be 225/70R 19.5F radial tubeless all season tread 12 ply. Wheels to be 19.5" X 6", Six (6) hole disc type.</p>	<input type="checkbox"/>	
<p><b>L. <u>CAB</u></b></p> <p>Cab shall be equipped with the following features:</p>		
1. Dual west coast mirrors with 8" diameter chrome parabolic mirrors mounted under west coast mirrors.	<input type="checkbox"/>	
2. Door windows that roll up/down.	<input type="checkbox"/>	
3. Heater, defroster, and air conditioner shall be provided.	<input type="checkbox"/>	
4. Both seats shall be non-suspension seats.	<input type="checkbox"/>	
5. Three (3) point seat belts shall be provided.	<input type="checkbox"/>	
6. Chassis shall have an AM/FM radio with cassette.	<input type="checkbox"/>	



SPECIFICATIONS FOR REGENERATIVE AIR STREET SWEEPER – CAB AND CHASSIS	MEETS SPECIFICATIONS	BIDDER'S EXCEPTIONS
7. Gauges shall consist of coolant temperature, fuel, and electronic speedometer with trip odometer. Chassis shall also have warning lights for oil and volts.	<input type="checkbox"/>	
8. 2-speed windshield wipers with interval feature and windshield washer.	<input type="checkbox"/>	

### BIDDER'S REFERENCES

The bidder is **required** to provide a minimum of five (5) customers that have purchased similar equipment. This will enable the City of San Diego to judge product reliability, vendor performance and other information.

#### REFERENCES

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_  
Dollar Value of Contract: \$ \_\_\_\_\_ Contract Dates: \_\_\_\_\_  
Requirements of Contract: \_\_\_\_\_  
\_\_\_\_\_

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Company Name: \_\_\_\_\_ Contact Name : \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_  
Dollar Value of Contract: \$ \_\_\_\_\_ Contract Dates: \_\_\_\_\_  
Requirements of Contract: \_\_\_\_\_  
\_\_\_\_\_

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Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_  
Dollar Value of Contract: \$ \_\_\_\_\_ Contract Dates: \_\_\_\_\_  
Requirements of Contract: \_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES (continued)**

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

\_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Dollar Value of Contract: \$** \_\_\_\_\_ **Contract Dates:** \_\_\_\_\_

**Requirements of Contract:** \_\_\_\_\_

\_\_\_\_\_

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**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

\_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Dollar Value of Contract: \$** \_\_\_\_\_ **Contract Dates:** \_\_\_\_\_

**Requirements of Contract:** \_\_\_\_\_

\_\_\_\_\_

## Certification Survey

For Small, Ethnically and Culturally Diverse,  
Woman, Disadvantaged, Disabled Veteran, Or Other Businesses

All Contractors are required to complete this form and return it with their bid package.

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1. Contractor's company is **currently** certified as small, ethnically and culturally diverse, woman, disadvantaged, disabled veteran, or other business? ☐ Yes ☐ No

Certification Number/Agency: \_\_\_\_\_

2. Contractor's company has applied for certification? ☐ Yes ☐ No

If yes, which agency? \_\_\_\_\_

3. Contractor's company is an independently owned business? ☐ Yes ☐ No

4. Contractor's company is 51% or more owned by a socially, economically, disadvantaged individual\*? ☐ Yes ☐ No

5. SIC Code: \_\_\_\_\_

6. Number of Employees: \_\_\_\_\_

7. Annual Gross Receipts (three year average): \_\_\_\_\_

8. This is not an application for certification. If you would like to receive an application for certification, please check box: ☐

I certify that this information is correct: \_\_\_\_\_

Authorized Signature

(Date)

\* Black Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women, any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBA designation becomes effective.

**ATTACHMENT A**  
**City of San Diego**  
**EQUIPMENT AND VEHICLE FINANCING PROGRAM**

**Vendor Requirements**

The Equipment and Vehicle Financing Program is a lease-to-purchase program to finance City equipment acquisitions. At the City's option, the Equipment and Vehicle Financing Program may be used to fund new acquisitions. The following information outlines the Equipment and Vehicle Financing Program requirements for vendors.

**EQUIPMENT ORDERS**

Successful bidders will receive an Order Letter in place of a Purchase Order from the City's Financing Services Department. A sample Order Letter is attached. The Order Letter will designate the equipment to be ordered and will confirm that the City has obtained pre-approval from a lease provider to fund the acquisition.

- Sign the Order Letter and return a copy to City of San Diego Financing Services, within ten (10) business days to acknowledge receipt of the order.
- The Order Letter will designate a lease number to be used by the vendor on all shipping and billing documents.

**DOCUMENTATION REQUIRED FROM VENDORS PRIOR TO FUNDING**

The lease provider will make full payment to the vendor upon receiving approval from the City. The City will provide approval only after the equipment has been accepted by the acquiring Department and the complete documentation from the vendor detailed below has been received.

- Two invoice copies are required: one (1) to be provided directly to the City Department acquiring the equipment and one (1) to be provided directly to the City's Financing Services Department. Addresses are provided in the Order Letter.
- A copy of the Manufacturer's Certificate of Origin for vehicles is required by the City's lease provider prior to funding the equipment. Vendors are requested to provide a copy of the Manufacturer's Certificate of Origin to the City with the invoices at the time of delivery or a minimum of seven (7) business days prior to receipt of funds.
- The lease provider is required to be designated as lienholder on the title and Manufacturer's Certificate of Origin for all vehicles purchased. The City will be named as titleholder.

### **SALES TAX PAYMENT**

Sales tax will not be financed.

- Sales tax will be paid by the City directly to California vendors in a separate check at 7.75%.
- Sales tax will be paid by the City directly to the State of California at 7.75%, for out-of-state vendors. This will be confirmed in the Order Letter. If further verification of sales tax payment is required by out-of-state vendors, contact the Master Lease Program Administrator.

### **PAYMENT FOR EQUIPMENT**

Funding will require a minimum of seven (7) business days for processing by Financing Services and the City's lease provider, after receipt of written acceptance of the equipment from the acquiring City department. Acquisitions CAN NOT and WILL NOT be funded until the acquiring City department accepts and approves the equipment.

Funds will be wired or overnighted by the lease provider, depending on the dollar value of the acquisition. Financing Services will notify vendors of the date funds are scheduled to be wired or overnighted.

To receive wired funds, vendors must provide the following information on COMPANY LETTERHEAD:

- Name, address and telephone number of bank to which funds are to be wired;
- Bank routing number;
- Account number and account name;
- Signature and title of person supplying this information; and,
- Vendor federal tax I.D. number

### **QUESTIONS**

- Questions about the Equipment and Vehicle Financing Program may be directed to Kristina Blake, Financing Services, (619) 533-6491 or Cheryl Mercer, Financing Services, (619) 236-6928; Fax (619) 235-5890; City of San Diego, 202 'C' Street, M.S. 7B, San Diego, CA 92101.
- Vendors are prohibited from contacting the City's lease provider regarding the Equipment and Vehicle Financing Program or vendor payment status.

Date

Vendor Representative

Vendor Name

Street Address

City, State Zip Code

Dear Mr./Ms:

Subject: Bid Number

The City of San Diego is ordering the equipment described below from VENDOR in accordance with the specifications of bid number #### This order is independent of any other equipment the City of San Diego may order from VENDOR through a purchase order. The total price of this order is \$ \_\_\_\_\_ plus sales tax. The equipment will be funded by the City through a lease purchase agreement with LEASE PROVIDER. Preapproval of the lease purchase through LEASE PROVIDER is enclosed.

The equipment to be lease purchased is:

- Quantity (#) Brand Name, Model, and Description

This letter authorizes VENDOR to provide the City with the equipment as specified and to bill the City for the sale. Upon passing the City's incoming inspection and upon receipt of original invoice(s) and, if appropriate, manufacturer's certificate(s) of origin, the City will notify LEASE PROVIDER to make payment for the equipment. The sales tax will be paid by the City to VENDOR in a separate check at 7.75%.

Please use lease #**NUMBER** on all shipping and billing documents related to this order. Where appropriate, equipment identification number(s) should be listed on the invoice(s). Please send original invoices to the City at the following addresses:

City Department

Kristina Blake  
Financing Services  
City of San Diego  
202 C Street, MS 7B  
San Diego, CA 92101

Page 2 - LEASE NUMBER

Vendor Representative

Vendor.

Please sign below, indicating your acceptance of this order, and return a copy of this letter within ten (10) business days to Kristina Blake at the above address. Please refer questions regarding the leasing procedure to Kristina Blake, Financing Services, (619) 533-6491. Thank you.

Sincerely,

Patricia T. Frazier  
Deputy City Manager  
kb

Enclosure: Lease Pre-Approval Form

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Vendor

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Date